

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date August 21, 1979		Office of Administrative Services Child Support Recovery Unit Locate		Application Number 79-165	
Application Number DHR-37		618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		Date Received AUG 24 1979	
				Date Completed SEP 19 1979	
2. Person to Contact Spencer Lawton		Working Title Locate Officer		Telephone Number 894-4833	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercode; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest 3/77	Latest to present	Child Support Absent Parent Non-*AFDC Locator Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Office of Administrative Services is responsible for providing administrative support to the Department. This includes: General Support Services; Data Processing and Management Information Systems; Personnel Services; Grants Development and Management; Contracts Management; and Child Support Recovery.</p> <p>The Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, has the responsibility to locate deserting parents; to secure commitment of child support from such parents; to collect and disburse child support payments; and to enforce the support obligation of the absent parent.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: locating deserting parent(s) of children not receiving public assistance.					
<p>Included are: unnumbered form (non-AFDC Applicant Ledger Fees and Cost Recovery) which shows case no., applicant, absent parent, date, type of service, payment source, number, date, cost incurred, fees and cost recovery, and balance; OC(1)-943 (new no. 5713) (Request for Assistance in Locating Absent Parent) which shows applicant's name, address, phone, Social Security No.; name of children's mother if different from applicant; relationship of children's mother to absent parent (married, never married, common law, divorced, legal separation, other); name of absent parent, possible present or past addresses with estimate of dates, possible present or past employers with estimates of dates of beginning and end of employment; also absent parent's Social Security No., date and place of birth, name of father and maiden name of mother; name(s) of child(ren) by absent parent, year of birth, and relationship to applicant; sources of income of absent parent other than his</p> <p>The file is arranged : alphabetically by name of father.</p>					
8. Monthly Reference Rate 45-50 How often are records referred to which are:					
One to six months old _____; Seven to twelve months old 20-25; Thirteen to twenty-four months old 5-10;					
twenty-five months and older rarely ?					
9. Annual Rate of Accumulation of Records					
Letter-size drawers 1/4; Legal-size drawers _____; Shelves _____; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. contain client names
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. but anticipated at some future time
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | * e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

* for possible legal value

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

All forms and computer printout

Upon determination that case is closed, place all papers in inactive file; cut off inactive file at end of each calendar year; hold in current files area 3 years; transfer to State Records Center; hold 7 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Tracy Teal	8-17-79	Elizabeth W. Crank	8/13/79
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee			9-13-79
Secretary of State/Designee			9-11-79
Attorney General/Designee			9-15-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)